

LCCS POLICY 350
Initial Notification of an Investigation of Child Abuse/Neglect
(CA/N) in Licensed Out-of-Home Care (OHC) Settings

Original Issue Date:	6/15/1984
Revision Dates:	4/30/1989, 1/17/1992, 1/8/1999, 3/14/08; 2/17/2009, 9/22/2020
Revision Number:	5
Current Effective Date:	9/22/2020
Obsolete/Combined Date:	
Reason for Obsoleting/Combining:	
See new Policy #:	
Scope:	This policy applies to the Assessments Department
Responsibility:	Assistant Manager of Assessments, Manager of Assessments
Purpose:	To avoid unnecessary placement disruptions while assuring the effectiveness of Safety Planning; and, where the OHC setting in question is under the supervision of LCCS, to assure a parallel investigation by an impartial “3 rd Party” (i.e. Law Enforcement).
Legal Cite:	O.R.C. 5153.176; O.A.C. 5101:2-33-21, 5101:2-36-12.

POLICY STATEMENT

LCCS will notify the following, as part of the screening activity, of an impending investigation of alleged CA/N in any licensed Out-of-Home Care (OHC) setting. Licensing / Supervising Authority

- Immediate Administrator of the OHC setting in question (unless implicated)
- Any LCCS Worker & Supervisor & Manager-of-Record utilizing the setting
- LCCS Placement Department

LCCS will request a Third Party Investigation by law enforcement within 24 hours of screening-in the report, when the OHC setting in question is under the supervision of LCCS or ODJFS.

LCCS will assign OHC investigations to designated staff who are skilled and experienced and able to objectively complete such investigations.

PROCEDURE

Intake Specialists or Emergency Services Workers will make initial notifications, as part of their screening activity, for reports accepted on the weekend. The Assessment Worker of Record will make initial notifications for reports accepted on a weekday. Initial notifications will be completed immediately upon screening in and/or acceptance of a referral. Information to be provided as allowed by OAC rules 5101:2-33-21 and 5101:2-36-12.

(Written) Requests for Third Party Investigations by law enforcement are the responsibility of the assigned investigator. If the initial request is via telephone, a written request must follow.

The following is a listing of required notifications:

LCCS ADOPTIVE AND FOSTER HOMES

Internal Agency Notifications via e-mail

- Assessment Specialist Supervisor
- Placement Department Assistant Manager and Manager
- Secretary of Assessments
- Secretary of Placements
- Workers of Record & supervisors for all children currently placed in the home
- If also a licensed day care home, follow Day Care Home notification

External Notifications

- Bureau Chief - ODJFS Children Services Licensing Section

OTHER AGENCY ADOPTIVE AND FOSTER HOMES

Internal Agency Notifications via e-mail

- Assessment Specialist Supervisor
- Placement Department Assistant Manager and Manager
- Secretary of Assessments
- Secretary of Placements
- Workers of Record & supervisors for all children currently placed in the home
- If also a licensed day care home, follow Day Care Home notification

External Notifications

- Bureau Chief - ODJFS Children Services Licensing Section
- Agency Administrator (unless identified as an alleged perpetrator)

PRIMARY OR SECONDARY SCHOOL SETTING

Internal Agency Notifications via e-mail

- Assessment Specialist Supervisor
- Secretary of Assessments

External Notifications

- Principal of School (unless identified as an alleged perpetrator)
- School District Superintendent

- Ohio Department of Education

EARLY EDUCATION PROGRAM

Internal Agency Notifications via e-mail

- Assessment Specialist Supervisor
- Placement Department Assistant Manager and Manager
- Secretary of Assessments
- Secretary of Placements
- Workers of Record & supervisors for all children currently placed in the home
- If also a licensed day care home, follow Day Care Home notification

External Notifications

- Setting Administrator (unless identified as an alleged perpetrator)
- Ohio Department of Education – Early Childhood Education Office

DAY CARE HOMES/CENTERS

Internal Agency Notifications via e-mail

- Assessment Specialist Supervisor
- Secretary of Assessments
- Day Care Unit Supervisor
- Day Care Caseworker & Placement Department Manager (if an LCCS supervised home)
- Worker of Records/supervisors for children attending an LCCS supervised Day Care home

External Notifications

- Type B Day Care Homes (1 to 6 children whether licensed or not) – Lucas County Department of Job and Family Services' Day Care Supervisor
- Type A Day Care Homes (7 to 12 children) – Ohio Department of Job and Family Services' Day Care Licensing Section
- Day Care Center (more than 12 children) –Ohio Department of Job and Family Services' Day Care Licensing Section & Center Administrator (unless identified as an alleged perpetrator)

JUVENILE DETENTION OR REHABILITATION CENTER

Managed by Juvenile Court and approved by Ohio Department of Youth Services

Internal Agency Notifications

- Assessment Specialist Supervisor
- Assessment Secretary

External Notifications

- Setting Administrator (unless identified as an alleged perpetrator)
- Judge of Lucas County Juvenile Court
- Ohio Department of Youth Services Division of Parole, Courts and Community Services

INSTITUTION/ FACILITY FOR DELINQUENT CHILDREN

Managed by ODYS

Internal Agency Notifications

- Assessment Specialist Supervisor
- Assessment Secretary

External Notifications

- Setting Administrator (unless identified as an alleged perpetrator)
- Ohio Department of Youth Services Chief Inspector

BOARD OF DEVELOPMENTAL DISABILITIES

Internal Agency Notifications

- Assessment Specialist Supervisor
- Assessment Secretary

External Notifications

- Setting Administrator (unless identified as an alleged perpetrator)
- Ohio Department of Developmental Disabilities – Division of Developmental Centers Quality Assurance if the report involves a developmental center managed by ODDD; or the office of licensure if the report involves a foster or group home licensed by ODDD.
- The local board of developmental disabilities (DD) if the report involves any program managed by the county board of DD.

OHIO DEPARTMENT OF MENTAL HEALTH RESIDENTIAL CARE FACILITY

Internal Agency Notifications

- Assessment Specialist Supervisor
- Assessment Secretary

External Notifications

- Setting Administrator (unless identified as an alleged perpetrator)
- Lucas County Mental Health and Recovery Services Board
- Ohio Department of Mental Health Licensing Section

NOTE: The "Cross Referring Matrix/Directory" (LCCS #8857) is maintained by the Assessment secretary and is available in the Intake Office. The Matrix/Directory contains specific notification information such as name of the delegated agent, address, phone numbers, Fax numbers, etc.

CASE PRACTICE GUIDES

RELATED POLICIES and FORMS

LCCS Policy #320 (Investigative and Administrative Procedures Where an LCCS Employee is a Principal of a Report of Child Abuse/Neglect)

LCCS #8857, "Cross Referring Matrix/Directory"